

Minutes
CONWAY SELECT BOARD
Town Office, 32 Main Street
June 12, 2017, 6:00 p.m.

Select Board members present: John O'Rourke, Chair; Robert Armstrong; absent, Robert Baker
Others present: Tom Hutcheson, Town Administrator; Lisa Turowsky, Assistant to the TA; Dan Fentin-Thomas, FCAT; Heidi Flanders, 250th Committee; Michael Merritt, Appointee to School Committee; John Gates, Conservation Committee

John O'Rourke called the meeting to order at 6:00 PM.

Minutes
May 15, 2017

- **On motion from John O'Rourke that the Select Board approve minutes from the 15th, seconded by Robert Armstrong, vote was unanimous in favor**

May 30, 2017 Tabled

Warrants

- **On a motion from John O'Rourke to approve the vendor warrant of \$58,010.14, the payroll warrant of \$99,784.03, and the payroll deduction warrant \$26,102.11, seconded by Robert Armstrong, the vote was unanimous in favor.**

Meetings Attended by Selectboard Members

Robert Armstrong went to new select board financial planning workshop at Holy Cross; it was very good. John attended Mass Selectman's Association quarterly meeting; FRCOG Executive and Finance Committee meetings.

Citizens' Concerns

None

Old Business

Approve long-range financial plan as developed by FRCOG (Joe Markarian) Tabled

Capital Improvements Planning Committee is planning to meet and go over it; Finance Committee will have to meet to review also. Tom Hutcheson has encouraged them to get in touch directly with Joe Markarian if they have any questions. This plan has to be approved by the second Select Board meeting in July.

- **Motion to table approval of long-range financial plan until Select Board gets more info from Finance Committee and Capital Improvements Planning Committee, seconded by Robert Armstrong, the vote was unanimous in favor.**

New Business –

Interim appointment of Michael Merritt as School Committee member for term expiring May 17, 2018

Michael Merritt has been working as an educator for two decades. John O'Rourke and Bob Armstrong have known him from the FCAT Board. He was invited to join the School Committee when he attended a meeting.

- **On a motion from John O'Rourke that the Select Board approve the appointment of Michael Merritt as School Committee member for an interim term expiring May 17, 2018, seconded by Robert Armstrong, the vote was unanimous in favor.**

Sign Employee Recognition Letter for William McLoughlin

John O'Rourke noted that Mr. McLoughlin has served on a number of committees.

- **On a motion from John O'Rourke that the Select Board sign the letter recognizing William McLoughlin's 10 years of service to Conway, seconded by Robert Armstrong, the vote was unanimous in favor.**

Sign stipend payment forms for the end of FY 2017

- **On a motion from John O'Rourke that the Select Board sign the stipend payment forms, seconded by Robert Armstrong, the vote was unanimous in favor.**

Appointments

- **On a motion from John O'Rourke to make the following appointments, seconded by Robert Armstrong, the vote was unanimous in favor.**
 - Regional through June 30, 2018:
 - Franklin County Solid Waste Management District: Lynn Rubinstein
 - Franklin Regional Planning Board: Robert Armstrong
 - FCCIP: Thomas Hutcheson
 - Fred W. Wells Scholarship Committee Representative: Kate French
 - Sign-Making Program Representative: Ronald Sweet
 - Staff through June 30, 2018:
 - Animal Control Officer: Joseph Colucci
 - Board of Assessors Clerk: Laura Hutt
 - Board of Health: Virginia Knowlton
Clerk: Virginia Knowlton
Burial Agent: Virginia Knowlton
 - Board of Registrars: Virginia Knowlton
 - Election Worker: Winona Corse, Debra Craven, Phylis Dacey, Dorothee Harris, Evelyn Kawecki, Danielle Lochhead, John Lochhead, Sydney Ramey, Katherine Whitcomb, Natalie Whitcomb
 - Highway Department -- Superintendent: Ronald Sweet; Foreman: Jason Stone; Driver/Laborer Adam Baker, Nicholas Sweet; Laborer: Jeremy Purinton
 - Custodian: Debra Craven
 - Assistant to the Town Administrator: Lisa Turowsky
 - Transfer Station Attendant: James Allyn, Leland Gray, Paul Lloyd, Leroy Rose, James Wakefield
 - Treasurer/Collector: Jan Warner
 - Assistant Treasurer/Collector: Lynn Kane
 - Veterans' Graves Officer: Donald Graham
 - Public Safety Staff through June 30, 2018:
 - Ambulance Department: Director: Gemma Vanderheld, Assistant Director: Christopher Hermann, EMTs: Gemma Vanderheld, Christopher Hermann, James Bernier, Conan Pelc, Christina Lankarge
 - Emergency Management Director: George Murphy, Enhanced 911 Coordinator: Robert Baker
 - Fire Department: Chief: Robert Baker, Deputy Chief: Adam Baker; Captain: Christopher Hermann; Deputy Chief and Warden: Ronald Hawkes; Lieutenant: Matthew Boyden; Forest Warden: James Recore; Clerk: Laura Hutt; Firefighters: Robert Armstrong, Helen Baker, Sarah Benson, Daniel Blakeslee, Bill Burnett, Colin Burt, John Conant, Deb Craven, Deane Dakota, Christina Lankarge, Conan Pelc, Joseph Peramba, Stephen Scala, David Smith, Matthew Sweet, Gemma Vanderheld, Nickolaus Vanderheld
 - Police Department: Chief: Ken Ouimette; Reserve Officers: Donald Bates, James Bernier, Christina Conklin, Ronald Hawkes, Nathan Jackman, David Johnson, Randall Williams
 - Committees through June 30, 2018:
 - Agricultural Commission: Mary Parker, Susan Schroder, Jason Silverman
 - Broadband/Cable Committee: Robert Armstrong, Ronald Hawkes
 - Capital Improvements Planning Committee: Robert Armstrong, Roy Cohen, Russell French, Dana Goodfield, Brian Kuzmeskus
 - Conservation Commission: John Gates
 - Council on Aging: Julia Clark, Margaret Tiley
 - Cultural Council: David Balkema, Joanne Clapp, Julie Petty, Gisele Litalien
 - Energy Committee: Sue Bridge, Brice Hereford, Peter Martin, Peter Rosnick,
 - Finance Committee: Sheila Harrington
 - Historical Commission: Sarah Williams, Malcolm Corse, Laura Nicholls-Shaw, Yulia Stone
 - Mohawk Trail Woodlands Partnership Advisory Board: Beth Girshman

- Open Space Committee: Elaine Campbell, Andrew Levchuk, Melissa Patterson
- Personnel Committee: Sue Fentin
- Parks, Rec and Trails: Heidi Flanders
- Wastewater Committee: Marie Iken, Michele Novak, Joseph Strzegowski

Items Not Anticipated 48 Hours in Advance of the Meeting

None

Town Administrator Update

Committees and Boards

250th last-minute business: parade permit submitted to MassDOT, insurance for stage for live music procured Heidi Flanders would like the dump closed this weekend and not opened until after 4 on Sunday; I have referred her to the Board of Health.

Housing Committee: Pixie Holbrook wrote that the Housing Committee will be taking some time off. I advised her to contact Nick Filler, as he is responsible for Committee membership.

The Open Space Committee will be hosting a public information session on Monday, June 19th at 7 p.m. at the Town Hall on the South River Meadow Invasive Plant Control Project.

Community Compact I: It might be useful for the Capital Improvement Planning Committee and Finance Committee to meet with the Select Board to finalize the long-term financial plan, as we have done before. I have found out that we have till the end of July to sign off on the long-term financial plan, but neither the Capital Improvements Planning Committee nor the Finance Committee have met to discuss it, despite multiple e-mails.

Community Compact II: After a long period of miscommunication and inaction, the IT part of the project seems to be moving forward both rapidly and satisfactorily. I hope that the FRCOG, with whom we are partnering, will be able to sign off on their end by the original deadline, June 30.

Departments

The Treasurer says we will have an overage in the 900 account – this will require the Finance Committee to meet, either to vote the money from the Reserve Fund or to transfer from another account (with the Select Board’s collaboration). We will be asking for either \$3,500 or \$4,000. Benefit part of it cost a little more than anticipated.

Conway and Ashfield, along with the FRCOG, were awarded \$20,000 from the Municipal Vulnerability Preparedness program. I expect the FRCOG will receive the grant paperwork, as Kimberly MacPhee submitted the grant on behalf of the towns.

IT: I have been working with Network Advantage to firm up end-of-year capital expenses; the plan calls for upgrades of two to three computers each year, and we should be able to have that happen.

We submitted a grant proposal to the Mass. Office on Disabilities for a planning grant for a self-evaluation and transition plan; we have not heard any results yet. The proposal was submitted on June 2. This grant would pay a consultant to determine what Town needs to become ADA-compliant. Lisa Turowsky was instrumental—thank you! The planning arm of the grant, up to \$200,000, could go along with plans to renovate the Town Hall.

Other

The Porter-Phelps-Huntington-Museum of Hadley invites all residents of Ashfield, Conway, and South Deerfield to a Community Day on Saturday, June 24, 2017 from 10:00am to 3:30pm. All residents are welcome to the Museum for free tours on the half hour. Complimentary lemonade and cookies afterward. The community is encouraged to explore the homestead and grounds of one of the founding families of Hadley, and learn about the history of the Connecticut River Valley.

Concerns of the Selectmen

None.

Mail

Select Board got an email from Team Rubicon thanking them for their letter of appreciation. Comcast sent a letter re: programming changes. DCR sent formal notification re: forest cutting, beginning June 20. Notice was received from DEP re: South Deerfield water supply district on Roaring Brook Road. Conway School of Landscape Design has announced that it is selling its 35-acre property with a large contemporary house here in Conway; they brought in a private notification to selected parties (including Town of Conway.) The Select Board might be interested in looking at the property for the Town, depending on timing. John O'Rourke would like to do a site visit. Tom Hutcheson will arrange that.

Old Business

250th anniversary celebration update – Heidi Flanders

There is a banner for the Select Board to carry in the parade. Heidi Flanders announced that Academy Hill Road will be closed at 116 to the Barber parking lot from Friday afternoon until Sunday. The Common at the library will be closed during daytime festivities. The beard-growing contest will be Friday evening at 7pm. The 250th Committee would like to use the celebration lights from Christmas. There will be handicapped parking at Mrs. Reed's and at the Town Office back parking lot. Parking will be at designated lots throughout Town; there will be shuttle buses. The parade will go from the covered bridge to Pumpkin Hollow. Smoky the Bear will be here. Heidi Flanders asked whether the Town garage parking lot could be utilized. This would require that Ron Sweet relocate Highway Department vehicles. Tom Hutcheson suggested the Salt Shed; he'll touch base with Ron Sweet. Heidi Flanders brought up closing the Transfer Station; she emailed BOH but hasn't heard back yet. Tom Hutcheson gave her Carl Nelke's number. The sidewalk by OESCO has been fixed. Requests for volunteers are still open; another 25-30 people are needed for two-hour stints, especially parking lot attendants. The Six by Six by Six plays which were performed last weekend were filmed by FCAT. Tom Hutcheson requested a copy for the vault.

Announcements

Tom Hutcheson reported on upcoming legislative activity concerning civic education. Tom Hutcheson will be going to Boston to support an initiative to increase civic education in schools. John O'Rourke will be at local government advisory committee and Mass Municipal Association meeting.

Documents and Other Exhibits Used at the Meeting

Vendor, Payroll, and Payroll Deduction Warrants

Employee recognition letter for William McLoughlin

Stipend payment forms

Next meeting scheduled for Monday June 26, 2017 at 6:00 p.m. at the Town Office, 32 Main Street

- **On a motion from John O'Rourke, seconded by Robert Armstrong, the meeting was adjourned at 7:10PM.**
- **Meeting was reconvened at 7:00PM when John Gates arrived.**

Conservation Commission: discussion on future direction of the Conservation Commission – John Gates. Reconvened after John Gates arrived.

John Gates reported that the Conservation Commission has not had five active members for many years, and a fourth member has not had any involvement in last year because of family matters. John Gates's new three-year term is beginning. John Gates wanted the let the Select Board to know that they're having trouble fielding a quorum in order to do business numbers. Some towns have gone to hiring an agent. Is the five-member mandate Towns or States? It's the Town's mandate. John Gates suggested amending the Town's policy to make it a three-member board. Would this require a bylaw change? Town Counsel may have to be run by Town Counsel. People often don't understand what the Conservation Commission does, which is to apply the regulations whenever people are pulling building permits. Tom Hutcheson will set up a meeting with Town Counsel and John Gates to see how to work out changing the number of Board members, but this may require a vote at Town Meeting. Tom Hutcheson says the number is not in our bylaws and has to check Town Meeting minutes to see what the vote said about the number of Board members.

- **On a motion from John O'Rourke, seconded by Robert Armstrong, the meeting was adjourned at 7:20PM.**

Respectfully submitted,

Robert A. Armstrong, Jr., Clerk